



**TITLE: Distribution Lead**

***Position Summary:***

Maintains and coordinates ship confirmation, packing and order-picking activities in the Distribution Center.

***Qualifications:***

- High school degree or equivalent
- Capable of working independently and as part of a team
- Personal computer skills – SAP, Microsoft Office
- Knowledge and experience with RF guns required
- Heavy order fulfillment experience required
- Forklift experience preferred but not required
- Excellent communication skills
- Leadership capability
- Capable of working required overtime
- Ability to apply and use required forces (i.e.: 60 lbs. of material lifting)
- Excellent work record (i.e.: Attendance, Attitude and Productivity)

***Responsibilities:***

- Load LTL trucks
- Processing of documents and ship confirmations (i.e.: packing slips)
- Move materials with multiple forklifts (reach truck, order picker, electric pallet jack, dock stocker)
- Pulling and packing of customer orders
- Banding pallets
- Processing bill of lading
- Consolidation of PID's
- Picking and shipping HAZMAT
- Troubleshoot HAZMAT issues
- Delegate tasks
- Coordinate workflow for department
- Create and report metrics/KPI's
- Train new associates
- Promote safety objectives
- Hold team meetings, communicating daily goals to associates
- Utilizing product knowledge to correctly fulfill orders, escalating issues as needed
- Work efficiently to attain goals
- Follow regulatory agency (FDA, UL or ISO) standards or policies